How to Read Your Degree Guide

Presented by Enrollment Advising
WHAT is a Degree Guide?

- It simply serves as a guide for your degree requirements.

- Based on your chosen major, minor, concentration, etc., it personalizes all the information in your catalog against your academic record.
WHERE is my Degree Guide?

- Login to InsideCBU
  - You need a User ID and Password
  - Problems w/ your login? Call 951-343-4444.
  - http://insidecbu.calbaptist.edu

- Locate “Student” Page
  - Located in the top right hand corner
  - Click ONCE

- Look under “Academic Records”
  - Usually located in the center of the page
  - Degree Guide is 4th option down
Helpful things to do first:

1.) Declare a Major

- Check to make sure your degree guide reflects your correct major. It should automatically fill in the major you have officially selected.
  - See the Advising office to fill out a Declaration of Major/Minor/Concentration form if this is incorrect.

- Make sure you declared everything you want:
  - A minor
  - A concentration (if your major requires one)

*This can also be done by filling out a Declaration of Major/Minor/Concentration form in the Advising Office.*
2.) Check Catalog Information:

- Does the major/minor/concentration you declared match those outlined in your catalog? *
  *Your catalog year is the academic year you started at or readmitted to CBU.

- New students may pick up a 2006-2007 catalog in Admissions.

- Returning students should already have a catalog. If not, you can locate your catalog year online. See Online Catalogs at www.calbaptist.edu/academics.
3.) Know how you prefer to read it:

- **ONLINE** - different sections & categories are color-coded. This makes it easier to read.

- **PRINT** - If you want these colors/shadings to print when you print a copy, make sure your computer is set up to print background colors when your degree guide is open online:
  
  - Go to TOOLS
  - Go to INTERNET OPTIONS
  - Find “Printing”
  - Make sure “Print Background Colors & Images” is checked
Reading Your Degree Guide:

➢ Read all messages posted from Registrar’s office:

• Catalog Information:

★ Which year did you start attending CBU?

• Under Construction notice:

Reference your catalog at all times! Degree guides are not perfect.

The 2005-2006 Catalog Degree Guides are Under Construction and in Development. Until this message is removed from your degree guide, please note errors may exist in the degree guide results. Please see your University Catalog or academic advisor for questions regarding your degree requirements.
Competency requirements should be completed by the end of your Sophomore year.

- **English** Placement (*SATs, ACTs*)
- **Math** Placement (*SATs, ACTs*)
- **Technology** Possible High School exemptions
- **Foreign Language** Possible High School exemptions
General Education, Part II - Core Curriculum:

➢ Read the “fine print”

   o Some categories in GE may list specific guidelines in choosing a course to fulfill the requirement.

   Example:

<table>
<thead>
<tr>
<th>POLITICAL SCIENCE</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLITICAL SCIENCE</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Courses</td>
</tr>
<tr>
<td></td>
<td>Required:</td>
</tr>
<tr>
<td></td>
<td>1 to 1</td>
</tr>
</tbody>
</table>

   Complete three (3) units in POL** with the exception of POL399, 400, 415, 440 and 441.

➢ Check how many UNITS are needed for each requirement listed.
GE: I, M & Upper Division

- **Upper Division** =
  - Any class that is at the 300 or 400 level
  - 12.0 units needed from the core curriculum

- **M = Multicultural**
  - 9.0 units needed from competency or core curriculum

- **I = Interdisciplinary**
  - 9.0 units needed from competency or core curriculum

**Example:** *One class can meet I, M, and UD (course units indicate how much of each)*

<table>
<thead>
<tr>
<th>U.S. HISTORY</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>U.S. HISTORY</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Courses Required: 1 to 1</td>
</tr>
</tbody>
</table>

Complete three (3) units from the following:

| HIS3**** History of California | HIS393 IM | FA04 3.00 B- |
GE Tips:

- All GE must be completed before you are eligible to graduate.
- There is no mandatory order*

*EXCEPTIONS:
- ENG113 “Composition” and
- ENG123 “Intermediate Composition”

* CBU policy states that these courses must be taken beginning in a student’s first semester at CBU until completed with a C- or better. Placement may exempt a student from ENG113 (SATs, ACTs, AP Exams, Placement Exam).
MAJOR Requirements:

- **Core**
  - *(the meat of the major)*
  - Lower Division requirements
  - Upper division requirements

- **Concentration**
  - You are responsible to know whether or not your major requires a concentration. Your catalog will list your concentration or your concentration options with your major requirements.
Graduation Requirements:

- **Upper Division Degree Requirement**
  - Complete 39 units upper division (300-400 level) coursework.
  - 30 of the 39 upper division units must be completed at CBU.

- **Chapel**
  - Chapel attendance is required of traditional undergraduate students enrolled for 7 or more units. Students are required to attend 15 chapels each semester. A failing grade in Chapel has a 1 unit negative effect on a student's semester and cumulative grade point average and is noted on the student's official academic record.
Graduation Requirements (continued):

- Overall Degree Requirements:
  - Complete at least 124 semester units of credit.
  - Complete at least 36 units in residence at CBU, at least 30 of which must be upper division.
  - Complete a minimum of 54 units through a 4-year institution or by examination.
  - Earn a cumulative grade point average of at least 2.0.
  - Earn a grade of C- or better for all major, minor, concentration, and prerequisite courses.
  - Complete all Gen Ed, major, and minor requirements.
  - Satisfy all financial obligations.
  - Be in good academic standing, etc.
How do I know if I’ve met a requirement?

- Check for the following codes on the same line of each requirement:
  - A LETTER GRADE ("A", "B", etc.) & semester the course was taken
  - "XFR" & "T" & semester a course transferred in
  - "EX" & "OTHER" (this means that some other coursework has exempted you from this requirement – you don’t have to take this course)
How do I know if I have NOT met a requirement?

- Check for the following codes on the same line of each requirement:
  - “IP” where a letter grade should be = in progress
  - Or the requirement may simply be BLANK

<table>
<thead>
<tr>
<th>POLITICAL SCIENCE</th>
<th>Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLITICAL SCIENCE</td>
<td></td>
</tr>
<tr>
<td>Complete three (3) units in POL*** with the exception of POL399, 400, 415, 440 and 441.</td>
<td></td>
</tr>
<tr>
<td>POL******</td>
<td>American State &amp; Local Gov’t</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CORE MAJOR REQUIREMENTS</th>
<th>Incomplete</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOWER DIVISION REQ</td>
<td></td>
</tr>
<tr>
<td>CST100</td>
<td>Overview of the Bible</td>
</tr>
<tr>
<td>HUM213</td>
<td>Integrated Humanities I</td>
</tr>
<tr>
<td>UPPER DIVISION REQ</td>
<td></td>
</tr>
<tr>
<td>COA333</td>
<td>Oral Interpret/Reader’s Theater</td>
</tr>
<tr>
<td>EDU300</td>
<td>American Public School</td>
</tr>
</tbody>
</table>
## Note: Course Required Column

### What is it?
- The numbers at the far right side of your degree guide

### Why is it there?
- It is a notation for the computer to know how many classes are allowed to be plugged in each section.
- Since it is for the computer only, you should be reading the notes under the requirement to make sure you have met the correct number of units for each requirement.
Incomplete / Complete?

- This feature is set up to indicate which sections are complete and which are not.

- It does not update until all grades in that section are posted.
Electives:

- Electives are courses that you have taken that have not been used toward a General Education, Major, Minor, or Concentration requirement.

- Electives may be needed if the sum of your General Education, Major, Minor, or Concentration requirements do not equal 124.0 units – the number required to graduate.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>GPA</th>
<th>Total Credits</th>
<th>Total GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural Anthropology</td>
<td>3.00</td>
<td>3.00</td>
<td>36.00</td>
<td>2.00</td>
</tr>
<tr>
<td>The Child, Family</td>
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<td>3.00</td>
<td>3.00</td>
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</tr>
<tr>
<td>Creative Experience</td>
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<td>3.00</td>
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<tr>
<td>Principles and Pr A</td>
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<tr>
<td>Food and Nutrition</td>
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<tr>
<td>Concepts of Crime</td>
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<tr>
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<tr>
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<tr>
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<td>Nursery School Admin</td>
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<td>Special Topics in</td>
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<tr>
<td>General Psychology</td>
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<td>3.00</td>
<td>3.00</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Legend:
* Required completion
* S Substituted course
* T Transfer course
EX Exemption Grade
Questions/Concerns?

Contact the Enrollment Advising Office with any further questions or concerns regarding your Degree Guide.

- By Phone: (951) 343-4567
- By Email: advising@calbaptist.edu
- Location: Yeager Center, Room B150